

**CLASS TITLE: CHIEF, VETERANS AFFAIRS**

**Class Code: 02574500**

**Pay Grade: 30A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for provision of assistance in the administration of social service programs for veterans and their dependents; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior; work is subject to occasional review for results obtained.

**SUPERVISION EXERCISED:** May plan, direct, coordinate and review the work of subordinates engaged in providing social services for veterans and their dependents.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Engage in assisting in the provision of social services, including financial assistance, to eligible honorably discharged veterans and their dependents, and to interpret pertinent laws, rules and regulations.

To work with federal agencies, such as the Veterans Administration and the Social Security Administration, and public and private health and social service agencies for the purpose of coordinating and making available community resources for the benefit of veterans and their dependents in need of, and eligible for, such services.

To provide outreach to Veterans and their families regarding the array of veterans services.

To work closely with the Rhode Island Veterans Memorial Cemetery staff to assist veterans and their families with the application process.

To provide information and guidance to the general public regarding veterans related services.

To assist veterans and their dependents in the application process for State and Federal Benefits.

To provide counsel to veterans in completing enrollment applications into the VA health care systems.

To attend trainings, conferences, and seminars relating to veterans benefits.

To counsel and assist veterans in acquiring correct information concerning their military records or the review of their military discharge information.

To represent DHS at local and statewide meetings and forums as requested by a superior.

To perform other duties as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the federal and state laws relating to veterans' benefits and programs; a working knowledge of social work practices; a working knowledge of individual and social factors relating to Veterans as they transition into the community; a working knowledge of state law relating to veterans' graves and cemeteries; the ability to estimate needs and requirements accurately in order to correlate supporting services; the

ability to maintain an effective public relations program with veterans' organizations, state departments and the public; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing, including or supplemented by courses in social work, health care administration, business or public administration; and

Experience: Such as may have been gained through: employment in a supervisory position in the field of the administration of military and/or veterans' programs or both.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT**: As a condition of appointment, must be an honorably discharged war veteran of any war in which the United States has been engaged.

Class Revised: July 26, 2015

Editorial Review: 3/15/03